

Sania Sharma



Sharma.sania.177@gmail.com



6239446770



EXECUTIVE SUMMARY

To make establish career as an Executive in a dynamic and progressive organization where my skills can contribute to the company's goals and achievements and aid my own personal and professional goals.

PROFESSIONAL SKILLS AND INTERESTS

- Interviewing, Writing, and Verbal Communication
- Negotiation and Selling Skills
- Consumer Handling
- Problem Solving in a Team Environment

EDUCATION

Master of Business Administration

DAV University, Jalandhar

- SPECIALIZATION IN MARKETING
- SPECIALIZATION IN HUMAN RESOURCE MANAGEMENT

Bachelor of Arts

S.M.D.R.S.D. Collage, Pathankot

- Political Science (71%)

PROJECTS (Academic Projects)

- Project on providing Safety Guidelines to the works in the organization.
- Impact of Interpersonal relation among the employees in an organization.
- Live Project on Training & Development in HRM

SUMMER INTERNSHIP

Organization: Berger Paints India Ltd.

Time Period-45 Days

Title-Training & Development

Location- Samba, J&K

ACHIEVEMENTS

- **Won** award of best Anchor in College fest.
- **Won** 1st prize in dance competition in school.
- **Won** appreciation certificate in group dance on 15th August.

STUDENT LIFE & VOLUNTEERISM

DAV UNIVERSITY: I worked as a anchor in various events in the university.

COLLEGE: Organized yoga sessions with juniors in the Blood camp organized by Collage.

OTHER RELEVANT INFORMATION

Date of Birth: August 13, 2002

Languages Known: English, Hindi. & Punjabi

Hobbies: Dancing, playing badminton, Reading Novels

Computer Skills: Busy Accounting, MS office (PowerPoint, Excel, Word), Internet Surfing, E-mail communication